



STATE OF CONNECTICUT • COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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SHARED SERVICES COMMISSION

MEETING MINUTES

July 27, 2009

MEMBERS PRESENT: Clayton Bannock, Ann Harford, Joe Wehr, Dan Keune, and Tim Derby (7:30)

MEMBERS ABSENT:

OTHERS PRESENT: Deborah Hoffman, Recording Secretary, and Anthony Littizzio, Director of BOE's Business Services

1. CALL TO ORDER:

Chairman Bannock called the meeting to order at 7:10 pm at the Ellington Town Hall, 55 Main Street, Ellington, CT.

2. CITIZENS FORUM:

None.

3. APPROVAL OF MINUTES:

The May 19th meeting minutes were taken by Mr. Derby and had not been distributed to the secretary. Mr. Bannock apologized for the delay and stated the minutes will be distributed within the next forty-eight hours and be ready for approval at the next meeting. Some discussion followed on whether the minutes could be approved via email. It was agreed to approve them at the next meeting.

TABLED UNTIL THE NEXT MEETING.

4. DISCUSSION REGARDING SHARED SERVICES:

a. Review feedback from meeting between Town and BOE regarding IT infrastructure – Ann H.

Mr. Bannock introduced this topic and stated this meeting has not taken place as he understands. Ms. Harford did not realize she was responsible for it and did not think she could have gotten the meeting together anyways as it was pushed off to the first selectman's jurisdiction as opposed to one person from both the SSC and BOE to analyze combining forces. She spoke with Mr. Cullinan and he stated he is waiting for an invitation over to the Town buildings to see how many terminals there are, their locations in the buildings, and what software packages are being used. He also stated he would like to know how many emergency calls come in and how often they break down. He believes it would not be as much as the high school due to more experienced and mature users, but it is an aspect they need to consider.

Equal Opportunity Employer

Mr. Bannock stated the meeting should be coordinated and include Mr. DiCorleto, Mr. Collins, Mr. Stupinski, and Mr. Cullinan. Mr. Wehr asked whether the Town's current computer company should be involved in the meeting as well seeing they would be most proficient and able to answer some of the questions Mr. Cullinan and Mr. Collins have. Some discussion followed on the benefits and risks of inviting them and it was agreed that they would be asked to provide an updated report that answers some of those questions, but they would not be invited to the meeting as it may cause them to come with an agenda to stay employed by the Town and try to prove the combination of IT would not be feasible.

Another item to be addressed at the meeting would be the potential for needing another part time employee to help handle the additional load of the Town's IT support. This aspect should be considered when analyzing the financial benefit and risks to combining IT services. Ms. Harford questioned how these expenses would be coded to split between the Town and BOE and if the employee would be a Town or BOE employee. It was explained it can work either way and there are several options to code it correctly. Mr. Littizzio shared an example of a mechanic, who was a Town employee but shared by both the Town and the BOE.

Mr. Bannock stated he would send an email to coordinate the meeting, which he would like to happen before the SSC's August 10th meeting and ask if Ms. Harford can also be invited to the meeting as a representative of the SSC. He also stated he will request an updated report from the Town's computer company.

Mr. Keune stated the BOE used to run their IT services the same way the Town currently does and Dr. Packman was responsible for initiating or approving the switch from utilizing a computer company to having in-house employee support. They have since evolved to how they currently work and it was a financial savings and more efficient.

b. Draft Recommendation regarding IT services – All

TABLED UNTIL THE NEXT MEETING.

MOVED (WEHR), SECONDED (KEUNE) AND PASSED UNANIMOUSLY TO MOVE OUT OF AGENDA ORDER TO ADDRESS ITEM "D. OTHER" NEXT AND THEN RESUME ORIGINAL AGENDA ORDER.

c. Other

Ms. Harford introduced the payroll entity separately from IT. She stated the major problem is the Town and BOE have different software; the Town uses Great Plains and ADP and BOE uses Sunguard Intimation. At this point, the two programs need to be analyzed for compatibility. Some discussion followed on how the software programs, data feeds, file formats, and licensures work and if they could work together. There was also discussion on the financial savings of switching to the same software program and/or combining the two. Mr. Bannock asked who the right person would be at the BOE to discuss this issue. Mr. Littizzio stated he believed the two companies, Sunguard and Great Plains, would need to talk to say how the data feeds into each system. He also stated that some other Town and BOE's, who have combined payroll, found that the information and reports generated were not sufficient for the BOE's reporting needs. Ms. Harford questioned why the Town

couldn't switch to Sunguard as their reports are currently sufficient for the BOE. The biggest issue in doing this would be the historical data and the expense to transfer it to a new computer system. It was agreed, though, if this is an aspect that would be better off combined, it will need to be done at some point and now would be better than later, otherwise the historical data is just going to continue to compile.

Mr. Bannock stated he would like to organize a meeting to discuss these issues and further aspects of combining the Town and BOE's payroll services. He believes Mr. Cullinan, Mr. Littizzio, Mr. DiCorleto, Mr. Stupinski, Mr. Wehr, and Ms. Harford should be at this meeting. All were in agreement and Mr. Bannock asked Mr. Wehr to facilitate this meeting. He stated he would and he could ask Mr. Cullinan and Mr. Stupinski if they feel anyone else should be included.

Mr. Bannock stated he had a meeting with Mr. Stupinski who agreed to become more involved in the SSC and their activities. He hopes to resolve some of these topics before the new administration comes in.

d. Review list of current shared services/procurements between the BOE and Draft Communication to the BOS and BOE – Dan K.

Mr. Keune distributed a report compiled at a meeting coordinated by Mr. Littizzio (attached). It is a summary of the current shared services between the BOE and Town. Mr. Littizzio explained how the meeting was organized, who was present and gave a brief summary of the meeting. Some discussion followed on the Crystal Lake Project and Mr. Littizzio and Mr. Keune stated it was the well project for Crystal Lake School and explained the process to build the new well. Some discussion also followed on joint purchases by the Town and BOE, specifically office supply and oil purchase history.

Mr. Bannock asked Mr. Littizzio if it would be possible to add a dollar amount of shared leverage to these items in order to better quantify the report information. Mr. Littizzio stated he would.

Mr. Bannock asked the members to email any other comments or additions they may think of over the next month. The BOE's support and compliance was noted and appreciated by several members.

Mr. Bannock stated the next steps to be taken by this commission. He would like to spend time outside of these meetings in the coming year to solicit ideas from others for other aspects of the Town and BOE to combine. He would still like to have meetings on a quarterly basis. He asked all members to express their opinion. Mr. Wehr and Mr. Derby thought it was a good idea and beneficial. Mr. Derby asked if analysis of old contracts within the Town is within the scope of this commission. Mr. Bannock stated it is not, but that as a citizen of the Town, Mr. Derby could request analysis to the BOS and BOF and First Selectman. Ms. Harford agreed it would be good to get others' input as those who work in the Town or BOE atmosphere everyday may see things that this commission does not know about. Mr. Wehr also noted the possibility of going to a Town staff meeting that is held every Thursday. Mr. Keune agreed with this idea, but also requested utilizing the people who work a step lower than all the heads of departments in the Town as they may also have good ideas as they work more hands on every day. Mr. Bannock and other members agreed it would be beneficial to get more granular with the data to see if another viable aspect comes up for analysis.

5. ADJOURNMENT:

**MOVED (HARFORD), SECONDED (WEHR) AND PASSED UNANIMOUSLY TO
ADJOURN THE MEETING AT 8:37 PM.**

Respectfully submitted,

Deborah Hoffman
Recording Secretary

BOE & TOWN SHARED SERVICES

Recreation Department Uses School Facilities

Athletic Field Sharing between Recreation Dept and Schools

Athletic Field maintained by DPW to facilitate needs by schools and Rec Dept.

Snow Removal/Sanding for driveways and parking lots performed at schools by DPW

Use of school facilities by non-recreation departments and agencies

Radio/Communication Systems combined with town contracted by DPW

Recycling/Garbage services DPW pays for tipping fees

Building Projects handled by Permanent Building Committee for BOE larger projects

Property/Liability Insurance/ Workers Compensation – CIRMA used for both BOE and Town

D.A.R.E. Program for schools coordinated by resident troopers

Prevention of Underage Drinking Grant – DMHAS coordinated effort between town and schools

After School Grant (BOE & Park & Rec.) - 2 Year combined school/town grant

Pre-School Parent/Provider Series (BOE & Library)

Summer Reading (BOE & Library)

School Evacuation Plans (BOE, Churches, Resident Trooper, Emergency Management)

Human Services, BOE and Emergency Mgt combine to provide for shelter services

CCM Education Committee (Superintendent)

CCM Lobbying at State Capital (BOE & Town Officials)

Town Engineer, Town Attorney, used for projects involving school facilities & contracts i.e.

Crystal Lake Project

GIS Mapping completed by town and used by Bus Company for routing

Fir Marshal meets at Senior Center to explain FM role and inspection process

Senior Citizens Variety Shows/Luncheons/ Concerts by Better Age Group all supported by EHS

Middle School Gym Flu Shot Clinic

Human Services helped by DPW in organizing and transporting food drive items

Rec Dept/ Social Services /Seniors take advantage of BOE bus contract rates for field trips

Departments DPW/Social Services and Elderly Outreach have worked with Snipsic Village

Senior Housing to provide heaters and a/c's and numerous support services through small cities grants

Numerous Grants are a combined effort between Ellington Youth Services and BOE

- High School Substance Abuse officer
- Drug Abuse Prevention Council purchase of cameras, speakers, transportation, conferences for children
- Enrichment programs ROPE courses, supplies, transportation, conference & facilitation fees
- Youth Services Activities including, Homework club, counseling and k-4 programs all in schools
- Safety Town programs with pre-school and special education students.
- Recess programs for 1st and 2nd grades

Joint Purchases

- Heating Oil
- Gasoline
- Diesel Fuel
- Custodial Supplies
- Office Paper & Supplies
- Automated Clearing House /Positive Pay tracking services
- Auditors

In addition to the above services, town and school employees share expertise on a variety of subjects as needed. Examples include calls between departments asking who is used for various services and purchases such as van purchases and modifications, driver qualifications, A/C and heating filters, line painting, telephonic equipment, bucket trucks, etc.